

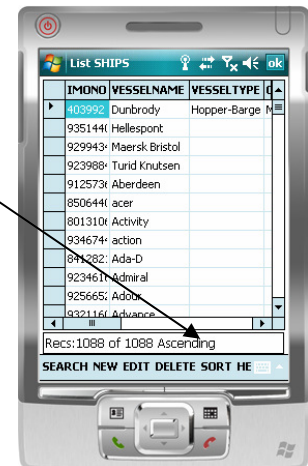
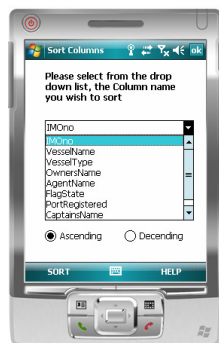
SIMS

(Ship Inspection Management System)

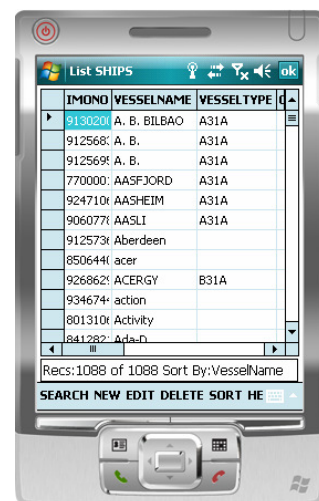
How do I..... sort the data?

This document explains how to sort data.

1. Start at the **MAIN MENU**.
2. Tap on the button for the database you want to sort (we use ships here as an example)
3. Tap on the **Sort** button on the bottom of the screen.



4. In the drop down menu select the **COLUMN NAME** you wish to sort. (The options will vary depending on the database you have chosen).
5. At the bottom of the screen tap either **ASCENDING** or **DESCENDING**.
6. At the bottom of the screen tap on the **Sort** button to sort your records into your chosen order.
7. You will then see the sorted list of records.



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